

## UNITED STATES MARINE CORPS

MARINE FORCES RESERVE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 70146-5400

IN REPLY TO:  
ForO 5400.1B  
G-5

FORCE ORDER 5400.1B

From: Commander  
To: Distribution List

Subj: PROCEDURES FOR ACTIVATING, DEACTIVATING, REDESIGNATING,  
RESTRUCTURING AND RELOCATING UNITS WITHIN MARINE FORCES  
RESERVE (MARFORRES)

Ref: (a) MCO 5311.1C  
(b) SECNAVINST 5700.9D  
(c) OPNAVINST 5700.12B  
(d) SECNAVINST 5090.6  
(e) MCO P5090.2A

Encl: (1) DEFINITIONS AND TERMS  
(2) STAFF RESPONSIBILITIES  
(3) TYPICAL SEQUENCE OF EVENTS  
(4) UNIT RELOCATION FISCAL CHECKLIST  
(5) FACTS AND JUSTIFICATION SHEET (F&J) SAMPLE  
(6) PLAN OF ACTION AND MILESTONES (POA&M) CHECKLIST

1. Purpose. To establish procedures for activating, deactivating, redesignating, restructuring, and relocating units within the MARFORRES.

2. Cancellation. ForO 5400.1A.

### 3. Background

a. Per references (a) through (e), Marine Corps Bulletins (MCBul) in the 5400 series are required whenever modifications or changes to Marine Corps force structure will result in a change to organizational capability, mission, or concept of employment; this includes all organizational activations, deactivations, redesignations, restructures and relocations.

b. These organizational actions may be requested by the unit or Major Subordinate Command (MSC) or may be directed by higher headquarters, e.g., Base Realignment and Closure (BRAC).

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Quadrennial Defense Review (QDR) or Force Structure Planning Group (FSPG) initiative. The intent is to provide a systematic approach to a complicated and costly process which should only be undertaken after extensive preliminary studies determine if the request is feasible. Reorganization actions, whether directed from higher or initiated at the unit, require specific information to assist in the MCBul 5400 process.

#### 4. Information

a. The Assistant Chief of Staff, G-5, MARFORRES is the cognizant staff section for these matters. Enclosure (2) outlines staff and MSC responsibilities.

b. Requests initiated at the unit level will be submitted to Commander, MARFORRES (COMMARFORRES)(G-5) via the chain of command in naval letter format. Directed actions are forwarded down to the affected unit and Courses of Action (COAs) will be developed to best meet these directed requirements.

c. G-5 will staff requirements and ensure completeness of information required by the Total Force Structure (TFS) Division, Commanding General, Marine Corps Combat Development Command (CG, MCCDC), Quantico, Virginia. The staffing of requested actions will be accomplished through the Synchronization Planning Group (SPG). The SPG incorporates the collective expertise of every department on the MARFORRES staff. Enclosure (2) lists recommended members of the SPG and their responsibilities. The SPG meets monthly and will identify a recommended COA to COMMARFORRES via the Resource Oversight Committee (ROC). The approved COA will be returned to the SPG whose task is to monitor the MCBul 5400 process.

d. The COMMARFORRES will endorse and forward requests that have been approved by SPG, along with the Facts & Justification (F&J) to CG, MCCDC (TFS), with a copy to CMC (M&RA). The F&J is the responsibility of the affected unit or parent unit/MS, even if the action is imposed from higher headquarters. The F&J submission shall be in the format contained in enclosure (5). The branch sponsor at TFS (CE, GCE, ACE and CSSE) will staff all requests throughout HQMC and other pertinent and interested activities, and upon approval, publish a MCBul 5400 providing authorization and implementation instructions. Per reference (a), this process has a planning window of 18 months.

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e. The purpose of the F&J is to provide a vehicle to request Secretary of the Navy (SECNAV) approval and provide legislative notification, via Office of Legislative Affairs (OLA) of impending action. All reorganizations that involve relocations, redesignation, or disestablishment and meet the criteria contained in reference (b), require SECNAV approval prior to publication of the MCBul 5400.

f. No individual or command is authorized to effect changes in designation, structure or relocation without the publication of a MCBul 5400.

g. Once released, the MCBul 5400 provides the basis for developing a POA&M (Enclosure (6)).

h. Typical sequence of events is contained in enclosure (3).

i. Applicable definitions and terms are contained in enclosure (1).

## 5. Action

a. Site Commanders, Unit Commanders, Inspector-Instructors, and Senior Marine Officers Present (SMOP) or Peacetime-Wartime Support Team OICs if applicable. Prepare necessary documentation to affect reorganizations as detailed above in paragraph 4. Adhere to guidance contained in enclosures (2), (3), utilize checklist in enclosure (4) and templates in enclosures (5) and (6).

b. Assistant Chief of Staff, G-5. Coordinate the staff effort in evaluating and implementing all reorganization actions requiring a MCBul 5400. Staff responsibilities are contained in enclosure (2).

c. Assistant Chief of Staff, G-1. Provide support in determining manpower requirements, demographic supportability and retention issues. Provide information on manpower matters for inclusion in the F&J. Ensure that all restructuring of Tables of Organization (T/O's) are effected per current MCBul 5400.

d. Assistant Chief of Staff, G-4. Provide support for supply management, accountability requirements, transportation

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of things (TOT). Ensure that all restructuring of Tables of Equipment (T/E's) and Training Allowances (TAs) are done per applicable MCBul 5400.

e. Assistant Chief of Staff, G-6. Provide communication support, telephone and network, to relocating or activating units. Provide appropriate support to units deactivating or redesignating.

f. Assistant Chief of Staff, Facilities. Provide support in determining:

(1) Facility requirements.


(2) COAs and availability of suitable alternative sites and facilities.

(3) Compliance with necessary environmental planning in accordance with references (d) and (e).

(4) Provide information on facility matters (Environmental, Safety, Garrison Mobile Equipment (GME), Plant Property, and Inter-service Support Agreements (ISAs)) for inclusion in the F&J as requested by the originator.

g. Remaining Staff Sections. Provide support as required in determining supportability of all reorganizations requests and implementing approved 5400 Bulletins.

6. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

  
R. L. HUDON  
Chief Of Staff

DISTRIBUTION: A/B5

## DEFINITIONS AND TERMS

1. Activation. The establishment or reestablishment of an operational force organization with associated billet requirements and equipment allowances. Units are designated "activated" once reflected on the troop list with associated manning for a specified effective date and the MCBul 5400 is published authorizing the activation. Activation is synonymous with the term "establishment" for supporting establishment organizations.
2. Consolidation. The joining of two or more units into one unit. One of the joined units will assume headquarters responsibility during and after the consolidation.
3. Deactivation. Operating force units are deactivated when they are "zero-manned" and their equipment is redistributed or declared excess. Deactivated units are reflected with zero structure and zero manning on the troop list for the scheduled to be deactivation year. Force structure for a deactivated unit is either eliminated or reallocated. Force structure disposition must be authorized by a MCBul 5400. Deactivation is synonymous with the term "disestablishment" for supporting establishment organizations.
4. Disestablishment. Used in place of the term "deactivation" for supporting establishment units and organizations. Refer to the definition of "deactivation" for implications on the troop list and requirement for publication of a MCBul 5400.
5. Establishment. Used in place of the term "activation" for supporting establishment organizations. Refer to the definition of "activation" for implications on the troop list and requirement for publication of a MCBul 5400.
6. Redesignation. The process which results in a unit being renamed. The normal redesignation will reflect a change in status from larger to smaller or vice-versa. An example would be a request to redesignate a platoon to a company. A redesignated organization must close out lineage, flag(s) and other heraldic materials. Unit T/E and publications may remain in place. Redesignation of a parent organization does not necessarily have any affect on the designation of subordinate units.
7. Resource Oversight Committee (ROC). Provides the Force with

## DEFINITIONS AND TERMS

a disciplined mechanism to formally review alternatives and identify priorities for resource allocation. Chaired by Deputy Commander and composed of Force and MSC Chiefs of Staff, with the Comptroller and G-5 as special advisors. Envisioned to meet on a schedule set by the Deputy Commander throughout the year.

8. Relocation. Moving a reserve unit from a specific geographic area to another. Usually entails a move of some distance or crossing political district boundaries.

9. Reorganization. Realignment of the structure within a given T/O&E. Frequently, reorganization is required as a result of a change in mission or threat, change in T/O&E, or to compensate for structure activations or deactivations.

10. Restructure. A process which results in changes (plus or minus) to a previously authorized T/O.

11. Structure. The billets allocated to a unit to accomplish the assigned mission. Some billets may not be filled during peacetime.

12. Structure Bulletin. A Marine Corps Bulletin in the 5400 series which directs and provides instructions to activate, deactivate, relocate, designate, redesignate, consolidate, reorganize, modify, establish, or disestablish Marine Corps organizations.

13. Table of Equipment (T/E). An equipment allowance document which lists items required by the organization to perform their wartime mission by table of authorized materiel control number.

14. Table of organization (T/O). Describes the organizational structure and manpower requirements in terms of grade, MOS, series, weapon, and billet title for civilian and military personnel. It is a basic document that describes, in billet line detail, the composition of every Marine Corps organization.

## STAFF RESPONSIBILITIES

### 1. G-5 Responsibilities

- a. Chair the SPG.
- b. Prepare agenda/topics and any Read Aheads for SPG.
- c. Publish meeting schedule.
- d. Track Restructuring Requests.
- e. Brief the ROC as appropriate.
- f. Develop decision paper/brief for the Force Commander (derived from ROC decisions and SPG staffing).
- g. Forward approved requests along with F&J to CG, MCCDC (TFS) requesting approval and publication of a MCBul 5400.
- h. Staff within MARFORRES the Draft MCBul 5400 from TFS.
- i. Maintain MARFORRES' Structure Status Database.

### 2. ROC Responsibilities

- a. Review all restructure requests and approve/disapprove recommended COAs.
- b. Forward recommendations to COMMARFORRES.

### 3. SPG Responsibilities

a. Generally consists of representatives from the MSC's and the following departments: G-1, G-2, G-3, G-4, G-5, G-6, COMPTROLLER, Facilities, SJA, PAO, and RCO.

b. SPG evaluates the request, in the case of action requested from the unit or MSC, and considers the following requirements and determines the appropriate COAs:

(1) Demographically supportable (G-1).

(2) Training areas/ facilities available (G-3 and/or appropriate MSC).

### STAFF RESPONSIBILITIES

- (3) COAs for alternative availability of facilities.
- (4) Operations & maintenance (O&M) funding available (Comptroller). See enclosure (4).
- (5) Operational effectiveness (MSC or Ops sponsor).
- (6) T/E and T/A concerns and review of furniture requirements for proper density/quality (G-4).
- (7) T/O structure and active component manning (G-1).
- (8) Communications/ADPE Support (G-6).

#### 4. MSC Responsibilities

a. If a unit is requesting the action, it must provide a request in Naval letter format, which should include the following, as appropriate:

- (1) Outline the problem or reason for request.
- (2) Compare all options available to solve the problem.
- (3) Recommend a particular COA.
- (4) Supporting documentation discussing following areas of concern:
  - (a) Impact on I&I staff.
  - (b) Impact on Selected Marine Corps Reservists (SMCRs).
  - (c) Local Community issues.
  - (d) Future long-term effects to the unit if action is approved or disapproved.
  - (e) Any other information concerning the justification, feasibility, and potential budget constraints with regard to the requested or imposed action.

Enclosure (2)



### STAFF RESPONSIBILITIES

(5) The following enclosures will be attached when appropriate:

(a) Personnel Plan providing a detailed analysis of how projected changes will impact on the T/O including a time line and cost estimate for relocating permanent personnel.

(b) MFR Facilities will provide COAs detailing possible upgrades, repairs, and renovations to existing alternative facilities necessary to effect redesignation, restructure or relocation. (Host unit will provide input to the COAs).

(c) Movement Plan detailing cost estimates of moving expenses including a time line for moving equipment either by commercial or in-house means per enclosure (4).

(d) A Supply Plan detailing the supply factors to be considered:

(1) Proposed T/E or T/A changes.

(2) Actions to closeout/receipt for all outstanding requisitions and transfer on-hand assets from one MAL account to another.

(3) Identify shortages or excesses in equipment as a result of proposed actions.

(4) Include a draft Department of Defense Activity Address (DoDAAD) message to change all shipping, mailing, and billing addressees for the respective unit.

(6) An Operating Budget Impact Statement highlighting the changes to the site or MSC budget. The statement will compare the current annual budget to the annual budget required after the proposed changes have been implemented. Changes to training and operations support requirements must be considered in addition to direct site support costs. Use Unit Relocation Fiscal Checklist in enclosure (4).

(7) Any additional O&M estimates for furniture, LAN connections, telephones and other items not covered by MCNR MILCON funding.

Enclosure (2)

### STAFF RESPONSIBILITIES

- b. Submit F&J to G-5 using the format in enclosure (5).
- c. Provide Milestones for POA&M. Enclosure (6) has format and guidelines for development of milestones.
- d. Coordinate and track milestones completion. Report via message or letter to COMMARFORRES G-5 when milestones have been completed.

Enclosure (2)

### TYPICAL SEQUENCE OF EVENTS

1. A requirement is identified for activating, deactivating, redesignating, restructuring, or relocating a MARFORRES site or unit.
2. The MSC lays the groundwork by compiling as much data as possible to support their request for action, providing all supportable options, and requesting a 5400 bulletin. A F&J shall be included with the request.
3. The MSC forwards the request to G-5, MARFORRES who then presents the request to the SPG. G-5 will provide "read ahead" material to each SPG panel member prior to any review by the staff. The SPG will conduct staff studies as needed. Upon completion of the staff review, the SPG recommends COA's to the ROC. The ROC endorses a COA for submission to COMMARFORRES or directs the SPG to reevaluate.
4. COMMARFORRES then forwards the MCBul 5400 request along with the F&J, to CG, MCCDC (TFS).
5. The TFS will ensure F&J are complete, and depending on the scope of the request, will forward to the SECNAV for approval. Although SECNAVINST 5700.9 provides the specific circumstances under which a F&J letter is required, care must be taken when an action does not meet the established criteria since it may have legislative interest.
6. After staffing is complete by CMC, which could include congressional notification, a MCBul 5400 is issued from CG, MCCDC. Depending on the scope of the request, this could take up to 18 months after the F&J has been submitted by MARFORRES.
7. The POA&M is developed by the affected unit and MSC and submitted via chain of command to G-5, MARFORRES. The POA&M should arrive at MARFORRES with the initial structure change request, or soon thereafter. The unit should use its POA&M until the Force Bulletin is published containing official milestones.
8. Milestones are tracked and managed by MSC, up to and including completion of MCBul 5400 action.
9. MSC reports action complete to MARFORRES, who in turn reports directly to CG, MCCDC.

UNIT RELOCATION FISCAL CHECKLIST

COST	YES/ NO/ REMARKS
1. BRAC funded	YES/NO
2. Site survey costs	_____
3. Moving equipment/supplies to new site	_____
-TOT Costs	_____
-Load/unload/pack costs	_____
4. BEQ/BOQ	YES/NO
Lease	_____
Environmental Impact Assessment	_____
GME	_____
Plant Property	_____
5. Communications/security	_____
-Telephone system (new/upgrade)	_____
-LAN capability	_____
6. Material Requirements	_____
-New or Change to T/E, T/A	_____
-Redistribution Costs	_____
-Consumable supplies (non-recur)	_____
-Self Help materials (non-recur)	_____
-Other (e.g., SL-3s)	_____
7. Recurring Costs	_____
-Reserve Center (Joint or MC only)	_____
-Tenant on Military installation	_____
-ISA required	_____
-Utilities costs (estimates)	_____
-Electric	_____
-Heat/cool	_____
-Grounds	_____
-Facility recurring maintenance	_____
-Janitorial	_____
-Leases/rentals	_____
-Hazmat	_____
-Telephone	_____
-Intrusion Detection System	_____

Enclosure (4)

UNIT RELOCATION FISCAL CHECKLIST

**COST**

**YES/ NO/ REMARKS**

8. Recurring Operating Costs.

- Comm billeting
- Training costs
- TAD costs (to include entitlements)
- MOS training

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Furniture/Garrison Support.

- Redistribute
- From DRMO
- New
- TOT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Other Support Equipment.

- Copiers
- GME
- ADPE
- Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Reserve Personnel Costs.

- Offsite IDT
- HOR/HTC
- ADSW
- Schools

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. New FA or will FA move?

NEW/MOVE

Note:

1. Some or all of the above items may require that documentation be submitted with the Unit Relocation Fiscal Checklist.

2. Be sure to include any onetime costs with site shut down (e.g., HAZMAT).

Enclosure (4)

**FACTS AND JUSTIFICATION SHEET (F&J)**  
**(SAMPLE)**

1. Fact Sheet on: \_\_\_\_\_

\_\_\_\_\_  
(Name of Activity)

\_\_\_\_\_  
(Unit Address)

2. Background and Mission. State mission as approved by appropriate authority. Additionally, provide any useful or significant historical information, state precisely the location of the activity as in a major city or by distance and direction from a major city, and include any other matter of general interest or significance. Content of this paragraph will vary with the nature of the action.

3. Nature of Action. This paragraph should briefly answer the questions, "What and When?" It should state the specific type of actions(s), i.e., "to establish (name of activity) on (effective date)"; "to disestablish (name of activity) on (effective date)"; "to relocate the (name of activity) from (enter present location) to (enter new location) on (effective date)" or, "to change the permanent duty station of (name of activity/squadron) from (enter present location) to (enter new location) on (effective date)."

4. Reason for the Action. This paragraph should explain briefly why the action is necessary. It should set forth the basic facts and outline the rationale and justification for the planned action(s). This paragraph must successfully anticipate and answer all questions and objections. Indicate, when applicable, if the action(s) improve efficiency or generate savings.

5. Impact of the Action. The form and content of this paragraph will be determined by the nature of the action(s) and whether it affects doctrine, organization, training and education, equipment, facilities and support, or any combination thereof. Make appropriate adaptations to fit the actual situation.

a. Civilian Personnel

(1) Number of authorized ceilings as of (insert date).

(2) Number of permanent on-board employees as of (insert date).

Enclosure (5)

FACTS AND JUSTIFICATION SHEET (F&J)  
(SAMPLE)

(3) Estimated annual total civilian salaries.

(4) Number anticipated Reduction-in-Force separations.

(5) Number anticipated attrition through (enter completion date).

(6) Number of employees to transfer to other activities within the area.

(7) Number of employees to transfer to other activities outside the area.

(8) Number of employees to be increased.

b. Military Personnel (both active and reserve for USMC & USN)

(1) Current T/O&E: Officers/Enlisted.

(2) Current Authorized Manning: Officers/Enlisted.

(3) Current on-board: Officer/Enlisted.

(4) Number of billets to be retained as a result of action: Officers/Enlisted.

(5) Number of officer and enlisted billets to be transferred to other activities within the area:  
Officers/Enlisted

(6) Number of officer and enlisted billets to be transferred to other activities outside the area:  
Officers/Enlisted.

(7) Net manning increase/reduction: Officers/Enlisted.

Enclosure (5)

**FACTS AND JUSTIFICATION SHEET (F&J)**  
**(SAMPLE)**

c. Equal Employment Opportunity Impact

(1) Total Number Permanent Work Force:

Caucasian	Black	Hispanic	Other
<u>M/F</u>	<u>M/F</u>	<u>M/F</u>	<u>M/F</u>

(2) Total Number Affected:

Caucasian	Black	Hispanic	Other
<u>M/F</u>	<u>M/F</u>	<u>M/F</u>	<u>M/F</u>

d. Facilities and Support Data

When a physical installation is affected, the following information, as appropriate, should be included:

(1) Statement regarding the ability of the new facilities to partially/completely fulfill the units operational requirements.

(2) Does the new site specifically have an Armory and Vehicle Maintenance facilities.

(3) Provide the host project site approval documentation.

(4) What impact does the new site/project have on the unit's ability to provide Anti-Terrorism/Force Protection (ATFP).

(5) Provide information regarding any known negative environmental issues.

(6) Do the proposed relocation Cross-Congressional districts.

(7) Is there a substantial difference in the Accessibility and Cost of facility Service & Maintenance, ISA Contracts at the proposed site?

Enclosure (5)



**FACTS AND JUSTIFICATION SHEET (F&J)**  
**(SAMPLE)**

(8) Land area, number of buildings, and square feet for each.

(9) Value of plant account for buildings, equipment, and total value.

(10) Maintenance and operations costs by fiscal year for current year, last FY, and estimated amount for next FY.

(11) Estimated curtailment or acquisition costs, by FY.

(12) Predominate type of building construction and whether permanent, semi-permanent, or temporary.

(13) Property disposition or acquisition plans or procedures.

(14) How many square feet of space are occupied under a host-tenant agreement with the host activity.

(15) How many square feet of space are occupied under a lease agreement with the owner/ leaser. Provide name and address as well as the rental amount, or if no rent is charged indicate the reason for no costs being involved.

e. Operating Forces Data

(1) Number of officer and enlisted personnel involved.

(2) Estimated annual military salaries of personnel involved.

(3) Estimated number of dependent families at current location of unit involved, and identify number requiring movement as a result of action.

(4) Number and type of units at the losing and gaining locations after the completion date.

(5) Housing unit availability and occupancy rates at both the losing and gaining commands.

Enclosure (5)

**FACTS AND JUSTIFICATION SHEET (F&J)**  
**(SAMPLE)**

(6) Bachelor officer and enlisted quarters availability and occupancy rates at both the losing and gaining commands.

f. Equipment. List Type I T/O&E equipment allowances required, either increases, decreases, and/or transfers with estimated costs associated with procurement or shipping. Identify source of funding for all associated equipment costs.

g. Funding. Anticipated savings verses cost of proposed action and show method for calculation.

6. Assistance to affected Civilians. Insert the information contained in Attachment (A) of this enclosure, as applicable.

7. Anticipated Congressional Interest. Provide a synopsis of any inquiries received by public officials pertaining to the force structure action.

8. Labor Organizations Affected. Identify any civilian labor or contractual business relations impacted and any concerns regarding union affiliations.

9. Anticipated Environmental Compliance Impact. Given state and local statutes and regulations, provide an estimated time line and cost of closing a location permanently.

10. Point of Contact. DSN and Commercial Telephone number and e-mail account.

Enclosure (5)

**DEPARTMENT OF DEFENSE PLACEMENT ASSISTANCE PROGRAM**  
**FOR EMPLOYEES AFFECTED BY REDUCTION IN FORCE**

Under the Department of Defense Program for Stability of Civilian Employment, every effort will be made to assist displaced employees in obtaining other acceptable employment.

All adversely affected career and career-conditional employees who desire placement assistance will be registered in a Defense-wide computerized Priority Placement Program. Registrants in this program will be afforded priority placement rights to vacancies arising throughout the Department for which they are qualified and available. Also, the help of other Federal Departments and Agencies will be solicited and registrants in the Priority Placement Program will be made available for placement consideration in vacancies in these organizations. In most cases, a 60-day advance notice of reduction in force will be given to employees rather than the minimum 30-day notice required by the Office of Personnel Management. Upon their request, employees will be carried in a leave status for such additional time as is necessary to provide a 90-day notice period prior to separation for reduction in force.

Defense officials have been working closely with the Office of Personnel Management to seek out and provide job opportunities to affected employees. Eligible career employees desiring placement assistance will be registered in the office of Personnel Management's Displaced Employee Program for referral and consideration by other Federal Departments and Agencies.

Close liaison is being maintained with the Department of Labor, State Employment Offices, and private industry to help employees desiring placement assistance or retraining for positions in the private sector.

Where displaced employees are required to relocate in order to continue their federal employment, their transportation and moving expenses will be paid.

In those cases where employees suffer downgrading, their salaries and grades will be protected to the maximum extent provided by law and regulation.

Employees selected for other job opportunities will be promptly released in accordance with their desires and those of the gaining employers.

**DEPARTMENT OF DEFENSE PLACEMENT ASSISTANCE PROGRAM**  
**FOR EMPLOYEES AFFECTED BY REDUCTION IN FORCE**

Career and career-conditional employees who do not elect to take other Federal positions will be eligible for severance pay up to one year, based upon length of Federal service, or for immediate retirement under one of the voluntary or involuntary retirement options.

Attachment (A) to Enclosure (5)

## PLAN OF ACTION & MILESTONES CHECKLIST

1. Purpose. To provide an example for creation of a POA&M. Each unit, or site, is responsible for producing a POA&M checklist and forwarding it through the chain of command to COMMARFORRES G-5. The POA&M will form the basis for a Force Bulletin that will be published after the MCBul 5400 is published by CMC. The POA&M checklist should be forwarded with the initial request for structure change or shortly afterward.

2. Discussion. The following is an example of a POA&M, which provides a basic framework that can be modified to meet each unit's individual requirements. The purpose of the POA&M is to give the unit a management tool that helps ensure essential actions are completed on a timely basis. It is the responsibility of the unit and the MSC to implement and monitor the actions listed in the POA&M checklist, and then report completion of all items to COMMARFORRES G-5.

### 3. Format for POA&M:

G= General Milestones (As noted)  
O= Operations Mileston (S-3)  
P= Personnel Milestones (S-1)  
L= Logistical Milestones (S-4)  
M= Maintenance Milestones (AMO)  
S= Supply Milestones (Supply)

CNTL#	MILESTONE	DEPT	D	TIME	DATE
STATUS					
G-1	Submit time-phased transfer plan for Officer and Enlisted Personnel	S-1	-45	10/13/95	
G-2	Physical Security Eval: CMS, Armory, and Gateguard	S-1	-30	10/28/95	
G-3	Complete LAN Cable installation	S-6	-10	11/17/95	
G-4	MAG-41 FWD Accept MAG HQ Bldg	HQ	0	11/27/95	
G-5	MAG-41 FWD move to NAS Ft Worth	HQ	15	12/12/95	
G-6	Complete phone installation	S-6	30	12/27/95	
G-7	Complete Inventory of CMCC	S-1	40	01/06/96	
G-8	Continue transfer of Personnel to NAS Ft Worth	S-1	42	01/08/96	
G-9	Collect STU-III's and Keys	S-2	50	01/16/96	
G-10	Unit move	HQ	57	01/23/96	
G-11	Transfer CMCC	S-2	60	02/01/96	
G-12	Commence normal operations	HQ	66	02/07/96	
G-13	Disestablish Rear Det	HQ	140	04/15/96	
L-1	Contact Atlantic North American for movement of COMP workspace furniture	S-4	-60	09/28/95	
L-2	Contact TMO/14th Marines for movement of TBA COMP	S-4	-60	09/28/95	

Enclosure (6)

**PLAN OF ACTION & MILESTONES CHECKLIST**

L-3	Request C-130 for movement of T/O weapons COMP	S-4	-55	10/03/95
L-4	Inventory vought furniture for augmentation of COMP present furniture	S-4	-55	10/03/95
L-5	Submit Barracks personnel vacancy/transfer plan in work	S-4	-51	10/07/95
L-6	Conduct acceptance survey of site/submit work requests	S-4	0	11/27/95
L-7	Delivery of cardboard boxes by commercial carrier	S-4	44	01/10/96
L-8	Commercial carrier move/TBA move	S-4	50	01/16/96
L-9	Delivery of TBA	S-4	60	01/26/96
L-10	Transfer Armory	S-4	66	02/01/96

Enclosure (6)